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1111.1 PURPOSE The purpose of this policy is to provide guidance for the appropriate management and use of BPA provided Information Technology (IT) Services, while alerting employees (Federal and contractor) to the consequences of misuse. For this purpose Information Technology Services shall include, but not be limited to: E-mail, Internet connectivity, and Remote Access Services. These services represent a significant investment of BPA resources and require appropriate use and management.

1111.2 POLICY BPA's Information Technology Services are to be used for business-related communications between Authorized Systems Users and BPA's business, professional, and public partners. Consistent with BPA Strategic Business Objective (SBO) 7, BPA will allow its employees to use BPA IT Services for limited personal use in an effort to create a more supportive work environment and accommodate the necessities of modern life. This limited personal use, however, does not create a *right* to use BPA IT Services for non-BPA purposes. In addition, limited personal use does not include the authority to modify BPA IT Equipment, including loading personal software or making configuration changes. Personal use of Operational and Control IT Equipment is prohibited (this prohibition does not include Dual Use IT Equipment).

Employees are permitted to use these services for reasonable limited personal use when such use involves minimal additional expense to BPA, is performed during the employee's non-work time, and does not interfere with the mission or operations of BPA. Employees should adhere to recognized etiquette, customs, and usage courtesies. This includes adherence to special requirements for accessing, protecting, and using data – including Privacy Act material, copyrighted material, and other sensitive or proprietary data. In addition, employees may not use these services for any unlawful activity or any activity that is inconsistent with any BPA policy or procedure. Finally, limited personal use of IT Services must be consistent with the Standards of Ethical Conduct for Government Employees defined by 5CFR 2635 and must not be used in a manner that violates the BPA Harassment Free Workplace Policy.

Supervisors are responsible for proper and appropriate use of BPA IT Services by their staff.

Violation of this policy could result in an employee losing limited personal use, losing designation as an Authorized System User, and/or receiving disciplinary action up to and including removal.

A. Guidance specific to BPA's E-mail system

1. The BPA E-mail system and its contents, including attachments, are Government property. As such, all messages sent with BPA's E-mail system must be businesslike and courteous. Failure to use BPA's E-mail system in accordance with the above can put BPA and/or the employee at risk for legal liabilities, embarrassment, business impacts, and economic consequences. BPA management reserves the right to review any E-mail messages on the system and use any information in those messages for

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business purposes. Employees electing to store BPA Email on personally owned computing devices accept the obligation to make that Email available to authorized BPA staff upon request.

2. E-mail messages could become evidence in legal proceedings. If an employee's E-mail messages are requested under the Freedom of Information Act or litigation discovery process, that employee will be responsible for reviewing messages in their E-mail account and all personal backups, including home or remote computer systems, to locate requested material.
3. Employees are responsible for the security of their individual E-mail account and any E-mail messages they send. Employees must not make their BPA E-mail account available to any unauthorized person. If an employee makes their E-mail account accessible to others and someone else uses it, the employee remains accountable.
4. All messages should be composed with the expectation that they will be made public and that they may become permanent. The recipient of a message can forward it to any number of other individuals and messages may accidentally be delivered to the wrong recipient. When an employee sends an E-mail message outside the agency the message will be identified as originating at BPA. Messages sent outside BPA are out of the originator's control and could be made public and saved to archives. Although system backups of the BPA E-mail system are retained for only 90 days (see item 5 below), messages may exist on other file server drives, backup tapes, or personal computers and be retrievable for indeterminate periods.
5. If the content of an E-mail message possesses longer-term business value, employees are required to move the document from the E-mail system for storage elsewhere. The maximum period for retaining all BPA E-mail is 90 days from the date of receipt. All E-mail will be automatically purged upon the expiration of this retention period. Some E-mail messages may constitute Official Records. Specific guidance and definitions of Official Records and working papers are provided in the BPA Records Manual (Internal Web Link Removed KED)
6. Only BPA's Standard E-mail services, as defined by the Configuration Management Authority (CMA), are authorized for installation and/or use on BPA owned computers. Employees are not permitted to install any other E-mail services, e.g. downloading an E-mail service from the Internet or third party provider. Use of any other E-mail services, e.g. an E-mail service from the Internet or a web based E-mail system via BPA provided Internet connection is also prohibited. For additional information on the CMA and authorized software see (Internal Web Link Removed. KED)
7. Auto-forwarding of E-mail from BPA's E-mail system to any other E-mail system is prohibited.

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8. Only the Security Office, Corporate Communications, the Office of the Chief Information Officer, and such persons or organizations designated by the Administrator are permitted to use the BPA E-mail service to "broadcast" messages to all employees.
9. Employees are not permitted to use the group addressing capability of the BPA E-mail service to "broadcast" E-mails addressing personal issues or causes to groups of employees.
10. Using BPA provided Email services for fund-raising activities by any group or entity not specifically sanctioned by BPA is prohibited.

B. Guidance specific to BPA's Internet Services

1. Personal use of Internet services must not cause congestion, delay, or a disruption of service to any Agency computer system. Use of technologies that provide continuous data streams, such as audio or video broadcasts, may represent such a disruption of service.
2. Only approved information may be posted for external access. The posting of business information without prior management approval is prohibited, as is the posting of any personal information.
3. No files intended for personal use may be downloaded or stored on any BPA computer system.
4. The creation, download, viewing, copying, or transmission of sexually explicit or sexually oriented materials is prohibited. These restrictions also apply to materials supporting or sponsoring illegal gambling, illegal weapons, terrorist activities, and any other illegal activities. These restrictions apply to any material that violates the BPA Harassment Free Workplace Policy.
5. Participating in gaming activities via BPA's Internet Services is prohibited.
6. Use of BPA's Internet Services to conduct personal sales or procurement transactions is prohibited. This includes both the offering of merchandise or services for sale and the procurement of merchandise or services from on-line vendors. In addition, BPA employees are specifically prohibited from using BPA IT Services to maintain or support a personal private business or to assist relatives, friends, or other persons in such activities.

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7. Using BPA provided Internet services for fund-raising activities by any group or entity not specifically sanctioned by BPA is prohibited.

C. Guidance specific to BPA's Remote Access Services

1. The Office of the Chief Information Officer will manage Remote Access Services for BPA user accounts. Verification, provided by the employee's manager, of the business need for Remote Access Services will be required prior to granting authorization.
2. Using Agency computer systems via Remote Access Services to initiate any personal use Internet activity or personal use E-mail activity is prohibited. Remote Access Services are a limited resource intended for business use only.
3. Connections to Agency computer systems via Remote Access Services must be terminated appropriately and in a timely fashion. Remaining connected to BPA Remote Access Services during extended periods of inactivity ties up limited BPA resources.

1111.3 DEFINITIONS

- A. **Authorized Systems User.** Employees, either Federal or contracted, who have been issued a logon account to the Bonneville User Domain.
- B. **Broadcast.** Distribution of an E-mail message to an entire group of employees identified in a group listing, rather than addressing the message to specific, individual employees.
- C. **Configuration Management Authority.** The Office of the CIO and the EIT Council sponsors the Configuration Management Authority (CMA). The goal of the CMA is to maintain a stable and secure technology infrastructure throughout BPA. The CMA has oversight of standards for the configuration for all BPA IT network infrastructure and the computer systems that reside on any of those networks as well as oversight of standards for the change control process for all BPA IT resources. Additional information can be found at (Internal Web Link Removed – KED)
- D. **Dual Use IT Equipment.** IT Equipment that is used as both Administrative/General Purpose IT Equipment and Operational and Control IT Equipment.
- E. **E-mail.** E-mail (electronic mail) is the exchange of computer-stored messages over communications networks. The author creates and sends the message to the recipient by specifying the recipient's address. An author can also send the same message to

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several users at once. Sent messages are stored in electronic mailboxes until the recipient retrieves them.

- F. **Employee non-work time.** Times when the employee is not otherwise expected to be accomplishing official business. Employees may, for example, use BPA IT services during their own off-duty hours such as before or after a workday (subject to local office hours); lunch periods; authorized breaks; or weekends or holidays (if their duty station is normally available at such times).
- G. **Internet.** The Internet, sometimes called simply "the Net," is a worldwide system of computer networks - a network of networks in which users at any one computer can, if they have permission, get information from any other computer (and sometimes talk directly to users at other computers). Today, the Internet is a public, cooperative, and self-sustaining facility accessible to hundreds of millions of people worldwide. Physically, the Internet uses a portion of the total resources of the currently existing public telecommunication networks.
- H. **IT Equipment.** Any machine or component that can be attached to BPA's computer network. Examples of BPA IT Equipment include: Desktop computers, laptop and portable computers, software, personal digital assistants (PDA), telephones, cell phones facsimile machines, pagers, photocopiers, printers, scanners, servers, storage devices, routers, peripheral devices, and multi-purpose machines (combined facsimile, printer, copier).
- I. **Minimal additional expense.** Employee's personal use of BPA IT Services is limited to those situations where BPA is already providing these services. The employee's use of such services will not result in any additional expense to BPA or the use will result in only normal wear and tear and the use of small amounts of electricity, ink, toner or paper.
- J. **Operational and Control IT Equipment.** Any IT Equipment dedicated full time for control of the electrical system.
- K. **Personal use.** Activity that is conducted for purposes other than accomplishing official or otherwise authorized activity. Examples of acceptable personal use include accessing Thrift Savings Plan (TSP) or Pacific Northwest Federal Credit Union accounts, or reviewing airline schedules.
- L. **Remote Access Service.** Remote access is the ability to get access to BPA's computers or network from remote locations.

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1111.4 REFERENCES

- A. **Strategic Business Objectives (SBO)**
(Internal Web Link Removed – KED)

- B. **BPA Records Manual**
(Internal Web Link Removed – KED)

- C. **Remote Access Services web page**
(Internal Web Link Removed – KED)